



State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM PERMIT
INSTRUCTIONS
NEW APPLICANT



WHO MAY APPLY

You may apply for a concealed firearm permit if you are:

- ☐ at least 21 years of age

WHERE TO APPLY

Bureau of Criminal Identification

In person and by mail:
3888 West 5400 South
Taylorsville UT 84118-3549

HOW TO APPLY

Please answer all questions in the application by typing or clearly printing in ink. Attach all documentation required. Every application must be signed and notarized prior to being submitted.

COST TO APPLY

A non-refundable fee of **\$65.25** must be included with your application. This fee consists of \$35.00 for application and permit processing and \$30.25 charged by F.B.I. to process the fingerprint card. The Bureau will accept cash, check, money order or credit cards. Name and address must be imprinted on check. Credit card payment **must include the 3-digit control number from the back of the card**. We only accept VISA and MASTERCARD. Make check or money order payable to the **Utah Bureau of Criminal Identification**. There will be a \$20.00 service charge for returned checks.

DO NOT SEND CASH IN THE MAIL

CONCEALED FIREARM COURSE SURVEY

Please complete the course survey. This is available on the BCI website. Please return survey by e-mail to DPSFIREARMS@utah.gov

WHAT MUST ACCOMPANY THE APPLICATION

INCLUDE THE FOLLOWING DOCUMENTS:

- ☐ PHOTOCOPY OF YOUR DRIVERS LICENSE
- ☐ 1 (BLUE & WHITE) APPLICANT FINGERPRINT CARD
BCI does offer fingerprint services. The fee is \$13.00
- ☐ PHOTOGRAPH:
One recent **color** photograph of **passport quality – 2”X2”**
NAME MUST BE ON BACK OF PHOTO!! BCI does offer photo services for our permits. The fee for a photo is \$13.00
- ☐ Application must include physical and mailing address

Any questions please contact BCI at (801) 965-4445.

☐ FINGERPRINT CARDS:

Blue and white Applicant fingerprint card can be obtained from B.C.I. or your local police department. Fingerprint card must be filled out completely. **USE BLACK INK ONLY.** Writing and prints must be legible. Fingerprints should be taken by a trained fingerprint technician. Fingerprint cards that are not legible will be returned to the applicant and will cause a delay in processing the application. Fingerprint services may be available from your local law enforcement agency. Check in your local phone book for private businesses that also offer this service. The Bureau does offer fingerprinting and photo services if applying in person. Fingerprint fee is \$13.00

☐ VERIFICATIONS:

If you are a resident alien or naturalized citizen you must include your Alien Registration Number or INS Registration Number on your application and fingerprint card. PLEASE DO NOT SEND A COPY OF YOUR PASSPORT!

☐ WEAPON FAMILIARITY CERTIFICATION:

Applicants must complete a firearms familiarity course certified by the Bureau. The course must be completed before you apply for a permit. Please have your instructor complete the certification information on the application. Holders of a valid Concealed Firearm Permit from another state other than Utah are not exempt from taking the weapon familiarity course from an approved Utah instructor. **BCI must receive your application within one year of course completion.**

☐ APPLICATION PROCESSING

Once your application is received, a background investigation will be conducted. When this process is complete and it is determined that the criteria established by law has been met, the permit will be mailed to you. Do not call to check the status of your permit. Your application will be receipted once it is received. We have **60 days to process** your application.

WARNING

Falsification of any information in the application may result in denial or revocation of a permit and possible criminal prosecution.

Applications will be accepted from 7:00 a.m. until 5:30 p.m. Monday – Thursday at the Bureau office. You may also apply by mail.

If applying by mail please send your application along with everything that must accompany it in a 9 x 12 envelope, if possible, for more efficient processing.

**VISIT OUR WEBSITE AT:
www.bci.utah.gov**

